

Sustainable Materials Recovery Program Grant Information Session

Focus on Opportunities for
Drop-off Municipalities

Massachusetts

Department of Environmental Protection

April 6, 2016

Agenda

- SMRP Background and Funding
- Grant Timeline & Process
- ReTRAC Error Messages – do not ignore

Questions and Answers

- Review of all SMRP grant offerings
 - Focus on grants for Drop-off
 - Focus on changes

Questions and Answers

- Recycling Dividends Program (RDP)

Questions and Answers

SMRP Background

- Created through Green Communities Act
- MassDEP regulations (310 CMR 19.300)
- Six municipal waste combustors qualified to earn Waste Energy Credits
- 50% of WECs revenue goes to “DEP approved recycling programs”
- Municipal Grant Program – Year 7

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>

Municipal Program Summary

	FY13	FY14	FY15 (1 st year w/RDP)	FY16
Requested	\$4.95 mill	\$3.2 mill	\$4.7 mill	\$5.8 mill
# of Applicants	140	144	184	225
Awarded	\$2.07 mill	\$2.47 mill	\$3.29 mill	\$4.97 mill
# of Awardees	118	137	180	221

FY16 Grant Applications and Awards

•	Mattress Recycling Incentive	48 of 48 awarded	\$1,000,000
•	Recycling Carts	12 of 12 awarded	\$925,231
•	Food Waste Carts	4 of 4 awarded	\$184,500
•	Waste Reduction Projects	3 of 7 awarded	\$118,090
•	Organics Capacity	1 of 1 awarded	\$350,000
•	SMART / PAYT	6 of 8 awarded	\$604,265
•	Waste Reduction Enforcement Coordinator	2 of 3 awarded	\$ 77,000
•	Drop-off	24 of 27 awarded	\$153,519
•	School Recycling Asst.	5 of 10 awarded	\$154,602
•	Small Scale Initiatives	210 of 210 awarded	\$216,250
•	Recycling Dividends	137 of 152 awarded	\$1,184,300

SMRP Timeline – Municipal Grants

Application Issued: April 4, 2016 (Re-TRAC)

Grant Webinars: April 6th and 14th

Application Deadline: June 15, 2016

Award Recommendations: by mid-August

Award Announcements: targeted for September

Grant Process and Documentation

Award Letter: Paper copy mailed to CEO with copy to Recycling Contact

Checklist: One for each grant category; included with award letter; next steps and deadlines; ready to receive GA once complete

Grant Agreement (GA): Contract; must be signed by authorized signatory; authorization to spend

Reminder emails from Boston staff and MACs

Who May Apply for SMRP?

Individual Municipalities

- May be disqualified for open/active enforcement actions

Regional Government Entities

- Solid waste management districts, regional planning authorities, etc.
- Must be legislatively authorized

Non-Profits

- Federally recognized under Section 501(c)(3)
- Serving municipalities and residents

➤ ReTRAC account established by June 1, 2016

Minimum Eligibility Criteria

Buy Recycled Implementation

Annual notification to department heads and employees with purchasing responsibility from Mayor, BOS, Town Manager/Administrator or CPO

Recycling in Practice

Data Reporting Requirements

- CY2014 & CY2015 Municipal Recycling and SW Survey
- CY2015 Recycling Dividends Program (RDP) Annual Report, if funds awarded
- Must be submitted prior to application

Re-TRAC Statuses



- Not started



- Saved with Error



- Saved Complete



- Submitted and Locked

- Must be SUBMITTED by the 11:59pm on June 15, 2016 to be considered


ReTRAC Error Messages


This sequence is enforced by ReTRAC

1. Submit CY2014 Recycling/Solid Waste survey (R&SW)
AND CY2015 R&SW survey & RDP Annual Report
2. Then – submit Overview/Eligibility form
3. Then – submit grant item forms

ReTRAC Error Messages

Overview/Eligibility before any Data

 Notice: This system is used for presentations. The official Re-TRAC Connect™ application is available at connect.re-trac.com



Emily Martn ▾ Messages **534** Help Log Out

Dashboard Programs Directories Toolkit


PODIUM PROFILE COMMUNITY

Join Programs | MassDEP Municipal Recycling Programs

The CY2013 Recycling and Solid Waste survey must be submitted before this survey.
The CY2014 Recycling and Solid Waste survey must be submitted before this survey.
The CY2014 Recycling Dividends Annual Report must be submitted before this survey.

Certification of Minimum Eligibility Criteria response successfully saved for 2015
[View Here](#)

Agawam ▾



Massachusetts Department of
Environmental Protection

Program Details

Member Information:
► [Status](#)
[Program Forms](#)

MassDEP Municipal Recycling Programs Status


Member: **AGAWAM**


Legend

	2015	2014	2013	2012	2011
Recycling and Solid Waste Survey	○	+	✓	+	🔒
Recycling Dividends Program (RDP) - Annual Report	○	✓	+	+	+
Application for In-Kind Technical Assistance			+		
<input type="checkbox"/> Sustainable Materials Recovery Program - Municipal Grant Application					
Overview and Certification of Minimum Eligibility Criteria Municipality	✓	+	✓	+	+
NEW: Carpet and Mattress Recycling Incentive	+	+	+	+	+
SMART/PAYT Program Funds	✓	+	✓	+	+
Waste Reduction Enforcement Coordinator	+	+	+	+	+

ReTRAC Error Messages

Grant Item form before Overview/Eligibility

**Notice:** This system is used for presentations. The official Re-TRAC Connect™ application is available at connect.re-trac.com



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Dashboard Programs Directories Toolkit

PODIUM PROFILE COMMUNITY

Join Programs | MassDEP Municipal Recycling Programs


The Overview and Certification of Minimum Eligibility (Municipality) Survey must be submitted before grant item forms can be submitted
If you are a Regional Authority or Non-Profit, the Overview and Certification of Minimum Eligibility Survey must be submitted before grant item forms can be submitted.


































SMART/PAYT Program Funds response successfully saved for 2015
[View Here](#)

Eastham ▾

Massachusetts Department of
Environmental Protection
Program Details

Member Information:
[Status](#)
[Program Forms](#)

MassDEP Municipal Recycling Programs Status

Member: **EASTHAM**  Legend

	2015	2014	2013	2012	2011
Recycling and Solid Waste Survey					
Recycling Dividends Program (RDP) - Annual Report					
Application for In-Kind Technical Assistance					
Sustainable Materials Recovery Program - Municipal Grant Application					
Overview and Certification of Minimum Eligibility Criteria Municipality					
NEW: Carpet and Mattress Recycling Incentive					
SMART/PAYT Program Funds					
Waste Reduction Enforcement Coordinator					

Questions

Review of Grant Items

Mattress Recycling Incentive

- Source Separated Residential Mattresses
- MassDEP will pay vendor directly for all transportation processing costs up to two years – no volume limit
- In most cases, MassDEP will pay the vendor directly for rental of a Closed-top Roll-off or Transfer Trailer
- Grantees will be assigned to a state vendor
- Collections can begin after grant agreement is executed and be covered by the grant until 1/1/2019

Mattress Recycling Incentive

- Implementing a disposal prohibition will be favorably evaluated
- Municipalities that will continue to offer outlets for disposal of mattresses may not be eligible – contact DEP to discuss specific situations
- Regional aggregation is possible. If your facility is already accessible by residents of other municipalities you must indicate in your application
- With certain exceptions, grantees may charge residents up to \$5 per piece or charge more than \$5 and continue the recycling program for one year after the termination of the grant

SMART/PAYT Implementation Funds

Residents are charged for trash disposal based on the amount they throw away.

Most successful program for reducing solid waste

Start-up Funds for new SMART/PAYT program

- Drop-off: \$10/household

Upgrade to Existing SMART/PAYT program

- Convert from 'one bag free' to 'no bags free' -- \$5/household
- Transition from a sticker to a bag program -- \$5/household

Drop-off Recycling Collection Equipment

NEW this year:

Universal Waste Shed – up to \$3,000

- Minimum of 80 square feet

Swap Shop Shed or Container – up to \$6,000

- Must be to establish a new swap shop

Drop-off Recycling Collection Equipment

Equipment for the *diversion* of source separated target materials

Open-top Roll-off – up to \$5,500

- Construction/demolition wood
- Bulky rigid plastics

Compactor – up to \$7,500

- Cardboard
- Mixed paper and Cardboard
- Single stream recyclables

Drop-off Organics Collection Equipment

Food Waste Collection at municipal collection sites:

Equipment – up to \$1,500

- 95-gallon carts or 2YD dumpsters most common

Transportation and Processing – up to \$2,500

- Must be used within first two year of the program

Educational Materials (max \$1,000)

School Recycling Assistance

- Applications for district-wide programs only
- Requires top-down commitment (district to each school)
- Start up new recycling programs or expand existing programs
 - Paper, cardboard, bottles and cans, milk cartons
 - Food waste (if full recycling in place)
- Award: based on district student count
 - up to \$30,000 for less than 5,000 students
 - up to \$60,000 for 5,000 to 9,999 students
 - up to \$100,000 for 10,000 or more students

School Recycling Assistance

- Funding for start-up costs:
 - collection containers
 - education/outreach
 - program coordination
- Includes on-site technical assistance (walk-through for schools; implementation plan)
- Applicants should be prepared to address:
 - Program sustainability, tracking, and measurement
 - Scope of equipment needs and cost

Waste Reduction/Organics Capacity Projects (changed)

- Requires a stand-alone proposal (in prescribed format)
 - Organics Capacity projects – up to \$500,000
(for Municipalities and Regional Authorities)
 - Permanent HHW Facility – up to \$250,000
(for Municipalities and Regional Authorities)
 - Waste Reduction project – up to \$100,000
(for Regional Authorities and Non-Profits)
- Open to municipalities, regional entities and certain non-profits
- Consult MassDEP about proposal ideas prior to developing

Waste Reduction Project Categories

- Permanent HHW collection center
- Expansion or start-up of regional centers for recycling, reuse, HHW
- Reuse initiatives
- Diversion of textiles, film plastics, surplus building materials, furniture, wood, household hazardous waste or other difficult-to-recycle materials

Organics Capacity Projects

Goal: build capacity for composting food waste

- Anaerobic digestion facilities that accept source separated food waste
- Other food waste composting operations (windrow, aerated static pile, added to existing yard waste composting sites)
- Up to \$500,000 per project (multi-year grant)
- ~~Must be on municipal or state land (including public waste water treatment facilities)~~
- Public/private partnerships encouraged

Organics Funding

Eligible Organics Capacity Projects:

- Expansion of existing leaf and yard waste composting operations to include source separated food waste;
- New operations that will process source separated organics (including slurring, anaerobic digestion, composting);
- Improving the efficiency of an existing operation that handles source separated food waste.

Use of Funds:

- Minimum of 85% for capital costs, ex: construction, site improvements and equipment
- Non-capital costs including planning, site assessment, design, engineering and permitting

Organics-to-Energy Projects

Other funding sources (for financial and technical assistance):

- Mass Clean Energy Center, MassDevelopment, Mass DOER, others
- Must be organics-to-energy project
- Complete funding list on MassDEP's website:

<http://www.mass.gov/eea/agencies/massdep/climate-energy/energy/anaerobic-digestion/anaerobic-digestion-financing-and-technical.html>

Call Greg Cooper to discuss your organics project:
617-292-5988

Waste Reduction/Organics Capacity Projects Application Process

- Call MassDEP to discuss project idea
- Download application from website: ***Mandatory Proposal Outline***
- Review evaluation criteria in Grant Guidance
- Prepare 4 to 8 page proposal – using the template provided
- Obtain support letters, as needed
- Attach proposal (MS Word file) to ReTRAC grant submittal
- Must be prepared to conduct project without dedicated MAC time

Small Scale Initiatives

To sustain existing waste reduction programs and facilitate new, low-cost initiatives

- Population based (seasonally adjusted)
- Must be waste reduction related expense
 - Compost bins, recycling bins
 - Public space recycling containers
 - Recycling education and outreach materials
 - Purchase and testing of green cleaning products or compostable foodservice ware
 - Local reuse initiatives
- Award amounts between \$500 and \$2000
- Funds must be spent by June 30, 2017

Questions

RDP Structure and Changes

Recycling Dividends Program Structure

- Each RDP criterion has been assigned a point value
- Point values vary based on demonstrated impact on waste diversion
- “Best practices” framework
- Must earn a minimum of 6 points (out of a maximum of 20) to receive \$\$
- Payments brackets based on the number of households served by municipal trash program
- Two categories of criteria
 - Drop-off trash and recycling
 - Curbside trash and recycling
- RDP criteria will ramp up over time

RDP: Award Basis

Trash Households Served by Municipal Program	Value of Each Point	Minimum Payment (6 points =)	Maximum Payment (20 points =)
1 – 1,999	\$ 200	\$ 1,200	\$ 4,000
2,000 – 4,999	\$ 400	\$2,400	\$ 8,000
5000 – 7,499	\$ 800	\$4,800	\$ 16,000
7,500 – 9,499	\$ 1,000	\$ 6,000	\$ 20,000
9,500 – 12,499	\$ 1,500	\$ 9,000	\$ 30,000
12,500 – 16,999	\$ 2,500	\$ 15,000	\$ 50,000
17,000 – 24,999	\$ 3,000	\$ 18,000	\$ 60,000
25,000 – 31,999	\$ 3,500	\$ 21,000	\$ 70,000
32,000 – 99,999	\$ 6,000	\$ 36,000	\$ 120,000
100,000 +	\$ 10,000	\$ 60,000	\$ 200,000

RDP: Earning Points

ALL program elements claimed on this application

MUST BE IN PLACE and OPERATIONAL

By the Application Deadline – June 15, 2016

Changes to RDP Criteria – Drop-off

Yard Waste

- Removed the requirement to collect brush. Grass and leaves must be collected to earn points

Added BONUS POINT for Textile Recovery

Allowable Use of RDP Funds

Funds intended to support recycling and waste reduction activities, but with some parameters:
Not for general operating costs

See Grant Guidance for list of approved expenditures

- Transportation and recycling processing costs for CHARM listed materials
- Roll-off containers, compactors and balers for the collection of materials to be recycled. Including replacement of existing equipment
- Additional household hazardous waste collection event
- Dedicated Enforcement Coordinator
- Establishing and/or maintaining a municipally operated swap shop
- School chemical cleanouts

Annual reporting required. Be prepared to be audited.

Review of RDP Criteria

See Grant Guidance for full explanation of each criteria

RDP: Earning Points – Drop-off

Solid Waste Program

- ☐ Full SMART/PAYT
- ☐ “First bag free” SMART/PAYT
- ☐ Sticker, tag, punch card programs

Organics

- ☐ Source separated food waste collected at a municipally owned collection center

Bulky Items

- ☐ Minimum fee of \$5 for at least 3 of these items:
 - Mattresses, upholstered furniture, wood furniture, toilets, sinks, carpet

RDP: Earning Points – Drop-off

Yard Waste

- ☐ Drop-off location open minimum of 30 weeks per year

Swap Shop

- ☐ Municipally operated drop-off for reusable home goods and furnishings for others to take

Hauler Regulation, Ordinance or Bylaw

- ☐ Actively enforced, requiring integrated service at one price

RDP: Earning Points – Drop-off

Comprehensive Household Hazardous Waste (HHW) Collection

- ☐ Host a permanent HHW collection center – minimum 6 x year
- ☐ Participate in regional HHW collection center – min 6 x year
- ☐ Participate in reciprocal arrangement – min 6 x year
- ☐ Host HHW collection events twice per year
- ☐ Fund two HHW collection events

Hauler and Business Recycling Access with annual outreach

- ☐ Haulers collecting from residential customers are encouraged to tip recyclables at a municipal facility; annual mailing required
- ☐ Businesses are encouraged to bring recyclables to the municipal drop-off; annual mailing required

RDP: Earning Points – Drop-off

Center for Hard to Recycle Materials (CHARM)

Must meet all of the following criteria:

- ✓ Items collected for recycling at a single permanent location
- ✓ Open minimum of once per month
- ✓ In the municipality or contiguous community
- ✓ **Collect a minimum of 7 listed items**

Automotive wastes*

Large Appliances

Books / Media

Mattresses

Bulky Rigid Plastics

Mercury bearing products*

Carpet

Paint

Electronic wastes*

Textiles

Expanded Polystyrene

Wood

* Minimum criteria outlined on application

RDP: BONUS Point

Promoting Textile Recovery

Tier 1 – less than 7,500 households served: 3+ activities

Tier 2 – 7,500 households served or greater: 6+ activities

- ✓ Participation in Textile Recovery Toolkit Webinar
- ✓ ReTRAC Recycle Search directory link on webpage
- ✓ News article/guest editorial
- ✓ Local promotion on community board
- ✓ Quarterly promotion via social media
- ✓ Textile recycling at school(s)
- ✓ Annual recycling mailing to residents includes textile recycling
- ✓ PSAs and/or videos on local cable or radio station
- ✓ Regulation/ordinance governing textile donation boxes
- ✓ Permanent collection municipal site (excluding schools)
- ✓ Tonnage tracked from private and municipal collection

Questions

If you have Questions

Recycling/SW Survey

- Contact your MAC

Enforcement Coordinator, PAYT, and ReTRAC

- Janine Delaney, 617-348-4004

Drop-off Equip & Mattress & Recycling Carts

- Lydia Meintel-Wade,
617-556-1011

School Assistance and Food Waste Carts

- Ann McGovern, 617-292-5834

Waste Reduction Projects

- Brooke Nash, 617-292-5984

Organics Capacity Projects

- Greg Cooper, 617-292-5988

Recycling Dividends Program and Small-Scale

- Dawn Quirk, 617-292-5557

General grant questions

- Tina Klein, 617-292-5704

Next Steps

- Review Grant Guidance
- Submit data reports, if you haven't already, via ReTRAC
 - CY2014 and CY2015 Recycling & Solid Waste data
 - CY2015 RDP Annual Report
- Submit Grant Application
 - FIRST Certification of Eligibility
 - THEN Grant Item requests

Visit the grant webpage for detailed grant guidance, templates and reference materials:

<http://www.mass.gov/eea/agencies/massdep/recycle/grants/smrp-grants.html>